

OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

TO : Chief, General Services
Records Services Division
 FROM : Chief, ~~Records Management & Distribution Branch~~
 SUBJECT: **Weekly** Report of Operations for the period ending
12 November 1953

A. Personnel On Duty Vacancies In Process

Office of Chief		1	1
Rcds. Mgt. Section		1	5
Rcds. Center Section		3	0
Mail Control Section		<u>1</u>	<u>24</u>
		6	30

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1. No. on leave three days or more:

Records Mgt. Section- 1
 Mail Control Section- 1
 Records Center Sec.- 0

2. No. on special detail out of office 1. How long?

Records Mgt. Section- 0
 Records Center Section- 0
 Mail Control Section- 1

3. Where: **One man in Transportation Division as full time courier.**

4. No. pending resignation, transfer and/or reassignment:

Records Management Section- 0
 Records Center - 5
 Mail Control - 13

5. Specific cases on item 4 not in previous reports. -

6. New applicants interviewed -. Recruited by Personnel -.
 Recruited by this office -.

Report for week ending 12 November 1953 from RECORDS SYSTEMS BRANCH

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Security Office - In a discussion with [] and [] it was determined that the Security Office has a filing system which they have standardized at headquarters and throughout their field stations. It was agreed, however, that they would give consideration to the proposed Agency standard system. [] agreed that this office be furnished with a copy of their instructions and subject headings and that we propose the manner in which the change should be made.

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Logistics Office - In a discussion with the Area Records Officer, it was agreed that this office would train two or three persons from their mail room in the Agency filing system. These people will maintain the files of the Office of the Chief which are being transferred to the mail room in accordance with our original proposal. In the discussion, it was brought out that there was some dissatisfaction with the filing system but it also appears obvious that this is the result of employee turnover and lack of training rather than the fault of the system. It is believed that maintenance of the files as now proposed will eliminate this problem.

Office of Director - With the issuance of Regulation [] concerning staff studies, it appears that one of the principal recommendations made in our records management survey of the Office of the Director has been adopted. This regulation provides that the record copy, including concurrences or non-concurrence of staff studies will be retained in the Office of the Director or Deputy Director. Furthermore, it indicates that this shall also apply to all staff papers submitted to the Deputy Directors. In view of this decision, it appears that this office should now contact the Office of the DD/A and offer to assist in implementing the regulation by providing specific instructions for the routing, filing and preparation of copies of such correspondence.

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Vital Materials - [REDACTED]

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of the Office of Research and Reports visited the Vital Materials Repository. After viewing the ORR deposits, they were of the opinion that greater emphasis should be placed on the Vital Materials Program in the Office of Research and Reports. They felt that certain documents, vital to reconstruction of the agency, had not been deposited and at the same time certain ORR materials presently in the repository were not necessary and could be withdrawn. It was decided by the ORR representatives that an internal study of the VM program in ORR be conducted. Follow ups will be made by this office with the responsible persons in ORR.

Chief, Records Systems
Branch *JK*

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Report for week ending 12 November 1953 from RECORDS DISPOSITION BRANCH

1. Logistics Office. [redacted] of this office and [redacted] of General Services Office met during the week to discuss the progress of their records program. This reporting item covers only the disposition phase of the discussion.

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Because the Logistics' Area Records Officer is so involved in administrative work other than records, no agreement could be reached for reviewing their files for the purpose of amending, correcting and completely activating the records control schedule which was prepared by this office about one year ago. However, it was mutually agreed that:

- a. Many additional items, including 5 subject files and the C&R group, have been established or greatly modified since the schedule was originally prepared.
 - b. Many functional and organizational changes have taken place.
 - c. The schedule has never been completely activated.
 - d. It is good policy to review these schedules annually, but [redacted] could not participate in this review in the foreseeable future.
 - e. Records Management should not independently review at this time.
2. Contacts Division, OO. The report submitted by this office is being reviewed by Division officials.
 3. Security Office. An analyst from this branch continues to assist [redacted] their records officer, in developing a records scheduling program. The records inventory is being taken by [redacted]. However, it is anticipated that we will directly assist him in writing the records control schedule.
 4. General Services Office. All necessary concurrences on disposition standards established by this schedule have been obtained except those affecting Personnel records maintained by the Machine Records Branch. Continued efforts are being made to obtain this concurrence.

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Report for week ending 12 November 1953 from FORMS MANAGEMENT BRANCH

The phased master plan for an Agency-wide Forms Management Program has been discussed in some detail with [] several times preparatory to submission to [] for approval. It has also been reviewed by [] and has received his favorable endorsement. [] requested that any action taken to standardize equipment for field activities be coordinated with him prior to finalization.

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The proposed discontinuance of the Functional File maintained by O&M and its ultimate transference to the Records Services Division for inclusion in the Agency's vital materials file is being held in abeyance until after 20 November 1953, at which time the present Chief, [] will be leaving and a new Chief will be named. Discussions will be held with this individual.

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Continued action has been taken with respect to the pre-printing of security classifications as reported on for the first time last week. Since that time, a draft of a memorandum for all Area Records Officers, informing them of policy in this matter, has been prepared, coordinated with [] General Services Office, and [] Security Office. It was submitted to [] for approval on 12 November 1953. Coordination of [] is to be obtained. This memorandum, if approved in the proposed format, should establish a precedent for the method of informing Area Records Officers of program developments. It was originally planned to issue such instructions in the Records Management Bulletin; since the Regulations Control Staff, DD/A, has questioned the use of this bulletin, it is now proposed to use multiple addressee memoranda with the Branch Chief concerned signing on the right and [] approving on the left. Such action will permit an expeditious flow of information to key individuals in the Records Management net and, at the same time, will enhance both personal and program publicity.

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Draft of a proposed memorandum to all Area Records Officers, outlining quite generally the broad aims of the Agency's Forms Management Program and enclosing informational material from the Air Force, has been prepared and submitted to [] for approval. This is an initial phase of the program publicity and is aimed at developing cost consciousness and a desire to prevent creation of unnecessary or inefficient forms.

A set of 30 graph slides, which were developed by the Air Force, have been reviewed and corrections and additions

indicated to bring them in line with the contemplated Agency's program. This project was discussed with [redacted] Graphics Branch, ORR, on 12 November 1953.

25X1 [redacted] will prepare all necessary art work within the
25X1 next two weeks. Material will then be submitted to the
Reproduction Division, GSO, for preparation of new slides.
These slides can then be used in training programs, seminars, etc. throughout the Agency.

Completed review of the Records Management Handbook
25X1 [redacted] The subject classification breakdowns under
"Forms" was extensively expanded, modified, discussed and
25X1 coordinated with [redacted]

An invitation was received from Mr. Joseph Richardson,
Government Division Manager, Ralph C. Coxhead Corporation,
to attend a private showing of a newly modified and re-
engineered Varityper Composing Machine at the Sheraton-
Carlton Hotel, 3 P.M. on 17 November 1953. Invitation was
accepted. In addition to [redacted] and

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25X1 [redacted] are expected to attend from the GSO staff.
Discussions between [redacted] Graphics
Branch, ORR, indicated the advisability of [redacted] and
possibly [redacted] from that organization also attending
25X1 the showing. [redacted] appears to have a lettering re-
quirement which he had planned to solve by hiring a GS-7
or GS-9 draftsman or artist illustrator which could be
filled by use of a Headliner machine, also handled by
Coxhead. ORR also has a requirement for lettering or
typing on plastic sheets which might be solvable by a
specialized machine application. Arrangements will be
made with Richardson to have other equipment available
for showing at the same time to [redacted]

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Approvals during the week consisted of fifteen new forms
for 33,525 copies and eight reprints for 26,925 copies.
No forms were revised.


Chief, Forms Management Branch

12 NOVEMBER 1953

REPORT FOR WEEK ENDING 11 NOVEMBER 1953 FROM REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

I. PLANNED PROJECTS.

NONE.

II. PROJECTS IN PROGRESS.

1. THE WRITER'S HANDBOOK - PRELIMINARY WORK ON THIS GUIDE IS IN PROCESS. A TENTATIVE OUTLINE HAS BEEN DEVELOPED; FACT FINDING IS CONTINUING. FURTHER BACKGROUND MATERIAL IS ANTICIPATED FROM A MEETING SCHEDULED 16 NOVEMBER 1953 WITH MISS SHEPPARD OF THE GENERAL SERVICES ADMINISTRATION.

2. OFFICE OF THE COMPTROLLER REPORTS MANAGEMENT PROGRAM - REVISIONS WERE MADE TO THE MEMORANDUM PROPOSED FOR THE COMPTROLLER'S ISSUANCE, AND TO TWO PAGES OF TEXT OF THE OFFICE OF THE COMPTROLLER REPORTS MANAGEMENT PROGRAM GUIDE. THESE REVISIONS WERE BASED UPON RECOMMENDATIONS POINTED UP DURING A REVIEW OF THE PROPOSED HANDBOOK. A MEETING IS SCHEDULED FOR 1400 THIS DATE WITH [REDACTED] OF THE COMPTROLLER'S OFFICE, AT WHICH TIME THIS PROGRAM GUIDE WILL BE DISCUSSED AND LEFT FOR HIS REVIEW.

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III. COMPLETED PROJECTS.

1. PROGRAM MASTER PLANS - MASTER PLANS ON THE REPORTS AND CORRESPONDENCE MANAGEMENT PROGRAMS WERE REVISED FOR SUBMISSION TO THE CHIEF, RECORDS SERVICES DIVISION.

2. PROGRAM PUBLICITY - A SKETCH APPROPRIATE TO HANDBILL DISSEMINATION WAS COMPLETED. THE USE OF INFORMAL PUBLICITY MEDIA WILL BE DISCUSSED ALSO DURING THE SCHEDULED MEETING WITH [REDACTED] SAMPLES OF PUBLICITY MATERIAL WILL BE SHOWN.

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[REDACTED]
[REDACTED]
CHIEF, REPORTS AND CORRESPONDENCE
MANAGEMENT BRANCH

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Report for week ending 11 November 1953 from RECORDS CENTER BRANCH

The final shipment of steel shelving was received on Friday, November 6, and the erection crew began their work on Tuesday, November 10. The crew consists of a foreman and three helpers. They assembled thirteen sections of shelving on the first day. The foreman estimates they will average more than fifteen sections per day and that the job will be completed by Wednesday, November 18.

Four laborers have been retained, and they have been shelving records as rapidly as the space is made available by the erection crew. Center personnel supervising this operation prepare a location inventory of the records as they are shelved.

The backlog of reference requests has now been cleaned up and that service is now current. Every effort will be made to keep it so, although more man hours are consumed in searching for the palletized records than those on shelves. It is anticipated that all records will be shelved by the end of next week.

A research project in ORR required contact being made with the National Archives in order to locate certain Japanese records and arrange for their inspection by personnel of this Agency. Another project in the same office desired information that necessitated a visit to the Archives in order to secure a listing of certain records of F.B.I.D. in the custody of that agency.

During this past week eleven searchers visited the Center to use records in custody. A register of such visitors will now be maintained, and as soon as conditions permit, an area within the building will be designated as a search room.

On Friday, November 6, an air raid drill was held in the Center. All personnel were evacuated to the shelter area within two minutes.

Two transfer jobs, totaling about fifty ^{three} ~~five~~ cubic feet of records of the Finance Division, were moved into the Center on Friday, November 6. These were the jobs being held by that division during the period the Center moved into its present location.

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Chief, Records Center Branch

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Report for week ending 11 November 1953, from MACHINE RECORDS BRANCH

Administrative:

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[redacted] entered on duty in the Machine Records Branch on 6 November 1953. She is continuing the IBM training that she began while in the Interim Assignment Branch.

The vault areas in Wings A, B, and C have been completed.

Operational:

Procurement and Accounting Section - The initial report on critical items for the Procurement Division was completed and submitted on 9 November 1953.

Allotment and Obligations Section - Cut-off schedules are not being adhered to by UV Accounts Section. This month documents affecting reports were received as late as the 10th and had to be included in the Monthly Report.

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[redacted]

Chief, Machine Records Branch

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APPENDIX B

Week ending 12 November 1953

	<u>This Week</u>	<u>Average Week Last Fiscal Year</u>
1. Microfilming		
Images filmed-Rotary Camera	0	18,697
Flat-bed Camera	0	9,735
2. Records Center-(all figures in cubic feet)		
Records received for processing and storage	53	-
References to record material	84	178
Records material destroyed	0	-
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	1,005	624
Intelligence Reports	40	145
b. Supplemental Distribution:		
Information Reports	543	306
Intelligence Reports	232	191
Notices	6	32
Regulations	12	144
Others	0	9
c. Initial Distribution:		
Notices	0	3
Regulations	0	1.7
Others	0	.5
4. Mail Activities		
a. Post Office Mail		
Incoming	4,369	5,064
Outgoing	8,846	6,537
b. Postage expended	\$652.58	\$800.12
c. Scheduled Courier trips	192	240
d. Special Courier trips	78	55.3
e. Inter-agency mail by Courier		
Incoming	844	956
Outgoing	1,104	1,313
f. Personnel actions:		
Recruitments	0	-
Separations	1	-
g. Use of Motor Pool Vehicles		
Available	2	-
Available but delayed	2	-
Not Available	3	-

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